

**Nasonville Fire District  
2577 Victory Highway  
Nasonville, Rhode Island 02830**

**June 10, 2014**

**1. Call to Order:**

Chairperson Janet Raymond called the operating committee meeting to order at 7:04PM.

**Members present:** Board Members: Janet Raymond (Chair), Gerry Lapierre, Jen Zuba, Renee Boiteau, Paul Wright, Bettie Hatzell, Dick St. Sauveur. Other district members: Chief Gus Eddy, John Mainville, & Ron Lapierre (7:10 p.m.)

**Members not present:**

**Opening Statement**

To the best of our ability we are conducting this meeting in a truthful and proper manner for the residents of the Nasonville Fire District.

**2. For the good and welfare of the district.**

Dick St. Sauveur mentioned that \$3,000 worth of kitchen equipment was left outside of the small outdoor kitchen and should be brought inside. Janet asked if the staff could put the equipment back in the outdoor kitchen.

**3. Receive the Tax Collector's Report**

The total tax collections for May were \$4,812.69 and the total redemption was 276.82. The year-to-date collections were \$282,351.47 which resulted in 86.64% of our budgeted collections. There are new state reporting requirements based on what happened to the West Coventry Fire District. We will be required to provide the state with the adopted budget and also provide quarterly budget reports. John will get copy of rules effective FY2015. There will be a meeting for districts in September. John sent an email of the smoke detector fund and there is about \$1,000 left but it will be a wash out this year due to other items needing to be paid through this fund. The town's tax sale is this Thursday, June 12<sup>th</sup> and our tax sale is scheduled for September 19<sup>th</sup>. A motion was made by Paul Wright to accept the Tax Collector's report and seconded by Dick St. Sauveur. All members approved the motion and the motion was passed.

**4. Receive Chief's Report**

**May 2014 Chief's Written Report**

**Truck Maintenance**

All truck has been DOT inspected by Scott's Mobile. Command 3 is have ABS issues the sensors also right side front end issues will be taken apart and Fixed by Scott's Mobile. Engine 32 had coolant issues and a bad sensor in the brake pedal.

**Fire Training**

I have submitted training request for the national fire academy. We will be taking the bus again this year looking for \$100.00 per person and \$50.00 for the bus driver. The total will be \$750.00 out of training. The two new hires are receiving training. There is a schedule in place. Friday, Saturday, and Sunday 7-5. Every member of the paid staff is assisting in the training.

**Rescue billing**

Image trend is loaded into the system. We will be starting to use this system for our run reports and for rescue billing. We will need to have the rescue computer cleaned out. I will be asking the state from a loner, so I can completely have the computer overhauled.

**Alarm Date between {05/01/2014} and {05/31/2014}**

**001 OAKLAND-MAPLEVILLE FD**

Mutual aid received	0
Automatic aid received	11
Automatic aid given	20
Total 001	31

**002 HARRISVILLE FD**

Automatic aid received	2
Mutual aid given	1
Total 002	3

**004 PASCOAG FD**

Mutual aid given	2
Total 004	2

**007 NORTH SMITHFIELD FD**

Mutual aid given	3
Total 007	3

**011 SMITHFIELD FD**

Mutual aid given	1
Total 011	1

**Total Incident Count 58**

Chief had a scheduled appointment for an interview with the outside candidate that the Hiring Committee had selected. He never kept the appointment and told the chief that he had taken a position at the Portsmouth Fire District. Gerry asked about the new hires training status. The chief said their training will be completed by the end of the month and would be on July's schedule. Gerry was also concerned about the chief's replacement hours while he trains. The district agreed to take the chief's hours and use them for administrative/training purposes for the new hires. It was also agreed that we would evaluation this after three months. There being no further questions, a motion was made by Jenn Zuba to accept the chief's report and seconded by Paul Wright. All members approved the motion and the motion was passed.

**5. Receive Fire Marshal Report**

To: Chief Augustine Eddy June 4, 2014

From: Norman D. Mainville, RI ADSFM

Re: Inspection Report for May 2014

During the month of May, 2014 there was one (1) residential smoke/CO inspection(s) conducted for a total of one (1) residential title change(s) within the fire district. There was one (1) rough inspection for an addition/total rehab completed and two Certificate of Occupancy inspections completed (for the same property).

The property owner of 1160 Mt. Pleasant Road has submitted an application for variance to the RI Fire Safety Board of Appeal and Review as expected. The only item that this office will be supporting is a time variance for the installation of the fire alarm system. All other items that are being requested for relief will be denied from this office. The hearing is set for June 24<sup>th</sup>, 2014 at 13:00 hours. I have advised the business manager that we are requesting another inspection immediately prior to the hearing so we have accurate information when we are in front of this board. I have not heard back from the business. I will keep you posted.

I have met with the building owner from 610 Douglas Pike I (Western Hotel) regarding their inspection from last year. As discussed at last month's meeting, the building owner was frustrated at the findings but agreed to the deficiencies noted. A time line was worked out with him and he will be correcting the deficiencies as discussed.

The annual inspection was conducted for the property located at 84 Inman Rd (Wrights Farm Restaurant). Minor deficiencies noted.

An annual inspection was also completed for 124-128 Inman Rd (Wrights Farm Apartments). This is the first known documented inspection completed by this department. Again, minor deficiencies noted during the inspection. Reports are pending for both inspections.

I did need to reschedule an inspection for 165 Douglas Pike (Colonial Kennel) due to an emergency. I will attempt to have this inspection completed during the month of June.

I was did check in with residential projects going on throughout the district in regards to closing the projects out. Further action will be needed in regards to this, but overall the residential building/additions are being completed as per *code*.

During the month, we received an inspection report from the company that inspects the ansul system at Country View Golf Course. During their inspection, they found a cylinder that was out of date and in need of hydro testing. I did meet with the manager of the establishment and he advised he will handle in a timely manner.

As always, I remain ever available for any questions or concerns you may have.

Respectfully Submitted,

Norman D. Mainville

RI Assistant Deputy State Fire Marshal

Attachments: May Event Log

**Norman Mainville**  
**May 2014 Report**

**DATE:**

5/5/2014

**EVENT:**

Reschedule inspection for 84 Inman Rd (Wrights Farm Restaurant and apartments) for 5/9/14

5/5/2014	Inspection notice sent for 165 Douglas Pike to be completed on 5/16/14
5/7/2014	C of O inspection - 11 Elk Lane - Failed
5/7/2014	Assist and endorse the application submission for the RI Fire Safety Board regarding 1160 Mount Pleasant Rd (Compton Products)
5/7/2014	Rough inspection 1250 Douglas Pike - Passed
5/9/2014	Meet with property owner of 610 Douglas Pike (Western Hotel) - Notice of Violations served
5/9/2014	Annual inspection 84 Inman Rd - minor deficiencies noted
5/9/2014	Annual inspection (initial) 124-128 Inman Rd (Wrights Farm Apartments) minor deficiencies noted.
5/14/2014	Smoke/CO inspection 764 West Ironstone Rd - Passed
5/14/2014	C of O inspection -- 11 Elk Lane - Passed - Building officials office notified
5/16/2014	Inspection for 165 Douglas Pike would be rescheduled to a later date due to a scheduling conflict - business operators notified.
5/30/2014	Checked on the status of construction for the following locations: 840 Tarkiln Rd - residential addition - appears to be completed 1744 Tarkiln Rd - residential addition - not complete
5/30/2014	Meet with manager from Country View Golf Course in regards to an issue found during an inspection from a private contractor regarding their Ansul system. Corrections will be completed as soon as possible.
5/30/2014	Notice received regarding hearing from the RI Fire Safety Board for 1160 Mt. Pleasant Rd - Hearing is scheduled for 6/24/14 - Chief Notified

#### **Issues Pending for June**

none - will be scheduling inspections

A motion to accept the Fire Marshal's report was made by Dick St. Sauveur and seconded by Gerry Renee Boiteau. All members approved the motion and the motion was passed.

#### **6. Approve minutes from the previous month's meeting**

The minutes from May's monthly district meeting were submitted for review. A motion to accept these minutes was made by Dick St. Sauveur and seconded by Gerry Lapierre. All members approved the motion and the motion was passed.

#### **7. Consider, review, and approve Bills & Receipts**

Gerry question the bill from the Trust but Janet explained that we had a credit on the bill. Paul questioned the hose testing bill. He said that he asked a couple of chief's about hose testing and was told the fire departments that he questioned did their own hose testing. Gerry Lapierre made a motion to have Paul Wright research this further to see if we can do our own testing. This motion was seconded by Dick St. Sauveur. All members approved the motion and the motion was passed. Renee Boiteau made a motion to pay this month's bills and was seconded by Jenn Zuba. All members approved the motion and the motion was passed.

#### **8. Receive the Treasurer's Report**

##### **Account Balance Sheet as of May 31, 2014**

##### **"NFD Budget Report for period 10-1-2013 to 9-30-2014."**

##### **Income FY 2014: Actual Income YTD:**

	<b>NFD Budget Report</b>	
<b>INCOME</b>		
	3rd Party Billing	\$53,405.57
	Paid Detail	\$9,319.10
	75 Anniversary (Calendar Ad)	(\$420.00)
	Interest Income	\$212.32
	Tax Collection	\$281,191.63
	Tax Collection Adds	\$0.00
	Tax Collection Recording Fees	\$0.00
	Tax Collectiion Postage	\$0.00
	Tax Collection Title Company	\$0.00
	Total Redemption	(2,594.37)
	Total Tax Collection	\$278,597.26
	<b>Total Income</b>	<b>\$341,114.25</b>
<b>EXPENSE</b>		
	Total Building Expenses	\$18,614.92
	Total Capital Expense	\$400.00
	Total Firefighting Expense	\$6,867.83
	Total Operating Expense	\$54,017.48
	Total Paid Coverage	\$150,166.23
	Total Rescue Expense	\$8,646.46
	Total Stipends	\$15,500.00
	Total Utilities	\$7,210.57
	Total Vehicle	\$14,949.47
	<b>Total Expenses</b>	<b>\$276,372.96</b>
	<b>Overall Total</b>	<b>\$64,741.29</b>

<b>ASSETS</b>		
	<b>Cash &amp; Bank Accounts</b>	
	BOA Business Economy Chk 2230	\$4,213.85
	Navigant 2002-00 savings	\$8,605.97
	Navigant 2010 01 checking	\$25,000.00
	Navigant 2028-02 3rd party	\$4,114.79
	Navigant 5132-10 Rescue	\$121,520.43
	<b>Total Cash &amp; Bank Accts</b>	<b>\$163,455.04</b>
	<b>Other Assets</b>	
	District Station Assets	\$532,900.00
	Rescue 3rd party A/R	\$185,379.77
	Taxes in Arrears Prior Years	\$17,606.90
	<b>Total Other Assets</b>	<b>\$735,886.67</b>
	<b>Total Assets</b>	<b>\$899,341.71</b>
	Liabilities	\$0.00
	<b>Overall Total</b>	<b>\$899,341.67</b>

Ron received the first FUTA refund from the last six months dated 12/31/13. We will be receiving another check also because the Payroll company took out for FUTA & they are not supposed to deduct for this. Ron will go back three years to see if that deduction had been taken. Gerry had questions regarding the payroll totals. The amounts are rolled up into one total. Ron reviewed the payroll reports and the overage of hours. Jenn Zuba brought up the fact that according to the state regulations, we are supposed to be paying employees weekly. In reviewing the overages, this should change with the new hires. It was estimated that we needed 2 employees but we would hire a third employee would be good to add to our call list. Jenn calculated that we would be on target with the two new hires and our overages should begin to improve. Lengthy discussions ensued on these overages. John Mainville felt we should not be issuing overages in hours. He felt that we could not continue with these overages and that the board has an obligation to the tax payers to maintain 24 hours for each employee. There will be some times that this station will be unmanned and we need to come up with a solution for this problem. Jenn said we have a plan in place & we have recognized there has been a problem. John felt we should be advertising and bring in more potential candidates. He also said we should utilize the Trust for any information regarding the most basic job description. The chief claims that the overages in hours were reported to the board last August & was told it was too costly to advertise for positions at that time. John has volunteered to talk to the Trust about the job description and having the most basic staff working. The suggestion is to advertise for basics in the interim. Jenn said based on the new hires training schedule, our overage should begin to come down in July. Gerry suggested the Hiring Committee advertise and meet in two weeks.

Ron went through the CPA review for 2011. Attached with the review were notes & summary of policies. He went through all our expenses and found no issues and no deficiencies. Renee Boiteau made a motion to accept the Treasurer and Asset Reports and was seconded by Dick St. Sauveur. All members approved the motion and the motion was passed.

## 9. Old Business

- 3rd Party Subcommittee Update-Janet Raymond  
-The total collections for May were \$2,304.74 and total charges were \$17,652.20. They have been a little behind in the billing.
- Building Maintenance-Dick St. Sauveur  
-Building Painting-We need to get this building painted soon. Dick had a mason out to look at the blocks and there is nothing there left to protect the concrete blocks. The work that has to be done is pressure wash it, seal it and paint it. Dick to get three quotes for the painting and report it next month.

.Storage Unit-Dick had spoken about getting a storage unit about a year ago. We would need something about 28 x 30. Dick will look into getting three bids and report to the committee next month.

- Interim District Clerk Appointment-Janet Raymond  
-This item tabled until next month.
- Hiring Committee Update-Gerry Lapierre  
-Gerry will wait to get information from John after he talks to the Trust. Once we have the information, the Hiring Committee can advertise and go from there.

#### **10. New Business-None**

#### **11. Adjournment**

There being no further business, Jenn Zuba made a motion to adjourn at 9:19 p.m. and Renee Boiteau seconded the motion. All members approved the motion and the motion was passed.

Respectfully Submitted

Elizabeth A. Hatzell  
Acting District Clerk